

SECRET

Security Office, Physical Security Division
Security Branch

20 January 1964

ATTN :

[Redacted] 48-06, Headquarters
Chief, Records Administration Staff, DDS

25X1

Secure Area for Historical Staff, O/DCI

1. This office has reviewed the attached request for converting Room 1D-27, Headquarters, into a secure area.
2. A physical inspection of the involved area indicates that conversion to a secure area would result in the following:
 - a. Permit use of shelf files for storage of over 95% of their present records. Due to the security sensitivity of the remaining 5%, 1 - 2 drawer safe will be needed.
 - b. Provide storage space for 24 cubic feet of records presently stored in another office.
 - c. Reduce filing equipment costs approximately \$3,000 through the substitution of shelf files for 3 - 5 drawer, 3 - 4 drawer and 1 - 2 drawer safes.
 - d. Provide additional space for the temporary storage of Records Center boxes containing archival records being reviewed by members of the Historical Staff.
 - e. Provide additional floor space through substitution of shelving for safes. This equipment exchange will result in a reduction of 44 square feet of floor space.
3. As the establishing of this secure area will increase the efficiency of the office and result in a more economical means of filing records, I recommend, from a Records Management viewpoint, that this request be approved.

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Attachment

DDS/RAO

(20 Jan '64)

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GROUP 1
Excluded from automatic
downgrading and
declassification